



Supplier Diversity Strategic Initiative

Statement of Commitment

Clover Park Technical College is committed to maximizing opportunities for certified minority and women owned businesses to contract with the college for the procurement of goods and services. Clover Park Technical College is dedicated to ensuring these certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

Responsibility

The responsibility for managing the Supplier Diversity Strategic Initiative and its content is the Vice President for Finance and Budget. The Vice President delegates implementation, monitoring and reporting under the plan to the Purchasing Coordinator.

Strategic Approach to Outreach

Clover Park Technical College will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' participation in procurement activities including but not limited to the following:

1. Consistent use of WEBS for competitive solicitations that include request for quote, request for proposal as well as formal invitation to bid. If no certified MBE or WBE firms are identified for a specific commodity or service, Clover Park Technical College will check OMWBE website or contact OMWBE directly.
2. RCW 28B.10.029 Clover Park Technical College may exercise independently those powers to purchase from alternative (besides GA) contracts to increase opportunities for certified M/WBE's to do business with the college.
3. The Purchasing Department will participate in vendor outreach programs such as the annual training provided by the Department of General Administration.

Staff Training

The Purchasing Coordinator will provide as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Accounting Coordinator, in collaboration with the Purchasing Coordinator, will provide as-needed training to Budget and Finance staff regarding input of data for vendor records to include verification of federal tax identification number in order to track MWBE firms.

Goals and Objectives

Annual Goals – Process

In order to set meaningful, realistic and attainable goals, Clover Park Technical College will do the following:

1. Collect historical data by type of procurement direct buy, RFQ, RFP, bid, capital project.
2. Compile, analyze and interpret data to create a baseline.
3. Determine availability of M/WBE suppliers for types of commodity or procurement activity.
4. Determine realistic annual goals based on baseline results and available M/WBE suppliers.

Annual Goals

Clover Park Technical College annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of M/WBE firms available, Clover Park Technical College success rate at meeting its previous goals, and whether there is an opportunity to encourage additional M/WBE firms to participate, particularly in areas of historical under-representation by M/WBE firms.

Our process for setting individual contract goals will follow the same strategies as outlined above for setting annual goals.

Record Keeping and Reporting

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's will be kept in the college's Purchasing Office and the Accounts Payable official payment records.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Accounting Department, under the umbrella of Budget & Finance. As noted above, Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the Center for Information Services.

2nd Tier Contracting & Reporting

Clover Park Technical College will work with General Administration Architects and Engineering to identify public work expenditures, work with prime contractors to identify

all subcontractors, identification of sub-contract items of work and spend. Payments made by prime contractors to certified M/W vendor will be recorded by Accounting through the sub-contractor table, Report Part Three at the time of payment to the prime contractor.

Dispute Resolution

The following process is available to any vendor that chooses to file a protest or complaint:

- All protests or complaints must be submitted in writing and signed by the protestor or an authorized agent. The protest must state all facts on which protestor is relying as the basis for its action. The protestor shall also immediately notify Purchasing by telephone or some other means of instant communication that a protest is being submitted.
- Protests of bid awards, etc. must be received by Purchasing within five business days of bid award.
- The Vice President for Finance & Budget shall consider all of the facts available and issue a decision on the protest within ten business days after receipt thereof, unless more time is needed. In such event, the protestant and the bidder that has received the award shall be notified of any delay. If the Vice President for Finance & Budget upholds the award, the decision of the Vice President for finance & Budget is final, unless the Vice President subsequently considers it necessary to pursue further clarifications.

Review and Assessment

The Purchasing Coordinator will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process, the Purchasing Coordinator, Vice President for Budget & Finance and others as delegated by the President will review the entire plan and propose additions, changes or deletions.

Kathy Yost
Interim Vice President for Finance & Budget

Date